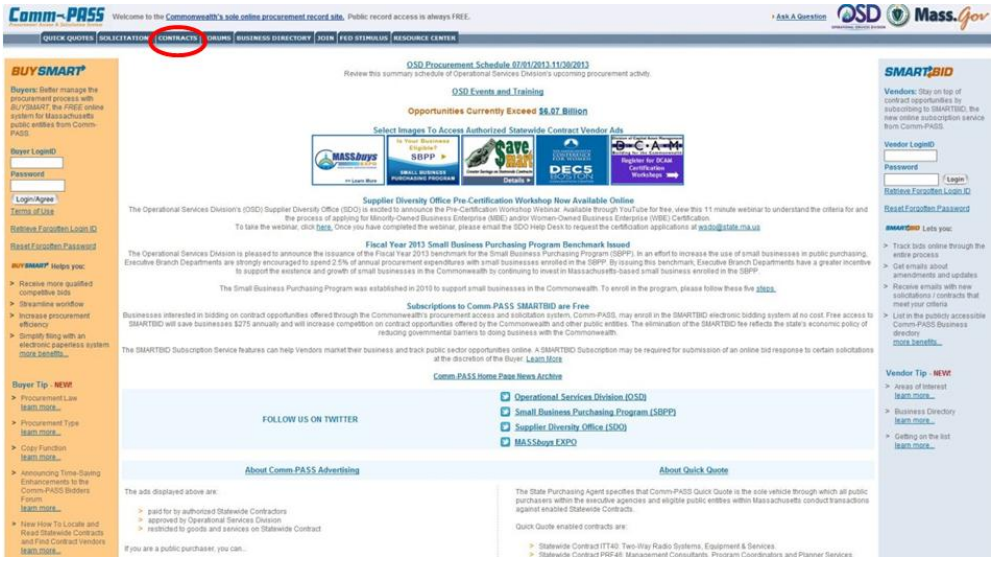
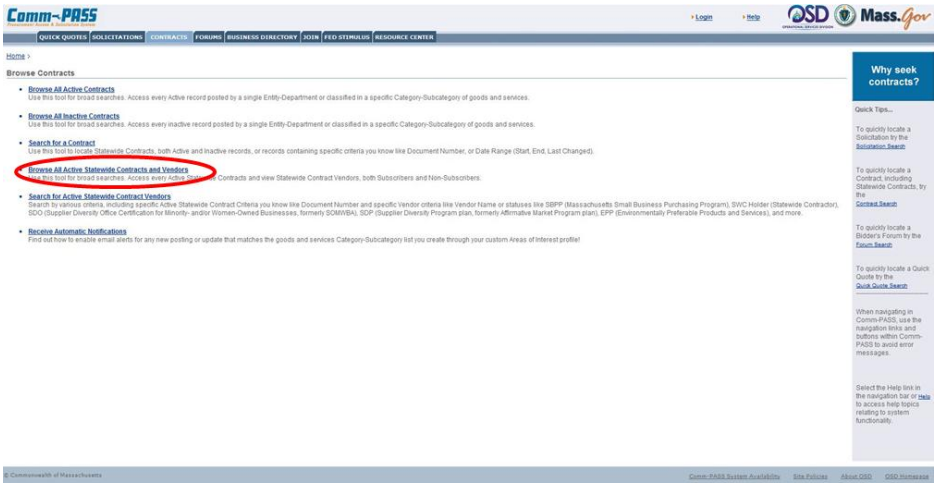
OPERATIONAL SERVICES DIVISION

Job Aid:
How to Search for Vendors on an Active Statewide Contract

Please Note: You do not have to be logged in to perform this task. You do have to be logged in to track records on your desktop.

Step	Screenshot	Directions
1		Select the **Contracts** tab. If you are a BuySmart or SmartBid subscriber, you may use your login credentials to access Comm-PASS prior to selecting the **Contracts** tab.
2		Select the **Browse All Active Statewide Contracts and Vendors** Link

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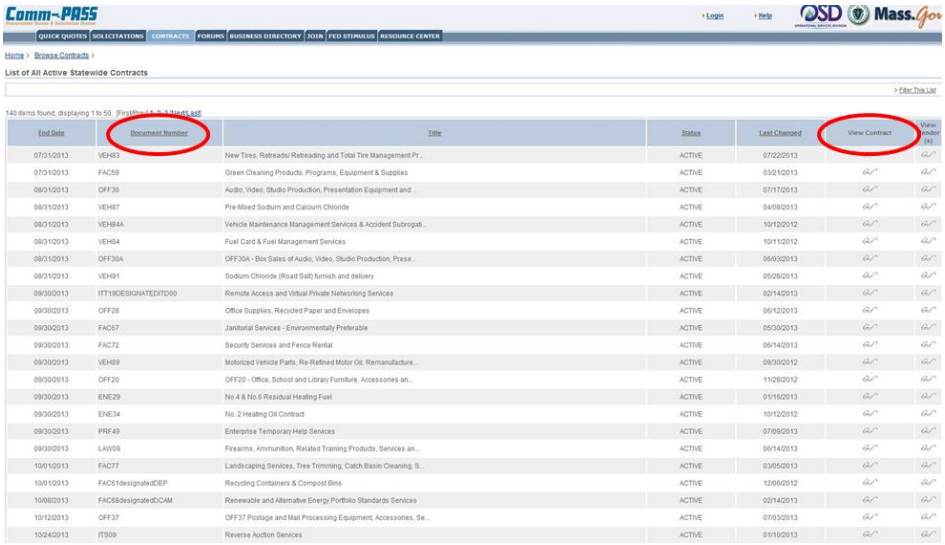
3		A Listing of all Active Statewide Contracts will appear. Column Headers allow you to sort the contract records. You can sort by document number by selecting the column header **Document Number**. Be sure to pay attention to Last Changed date, this will help you to recognize any potential changes on the language of the Contract User Guide and timeline for expiration for this contract.
4		To view the Active Vendors on a specific contract you must select the Eyeglass icon in the **View Vendor(s)** column.

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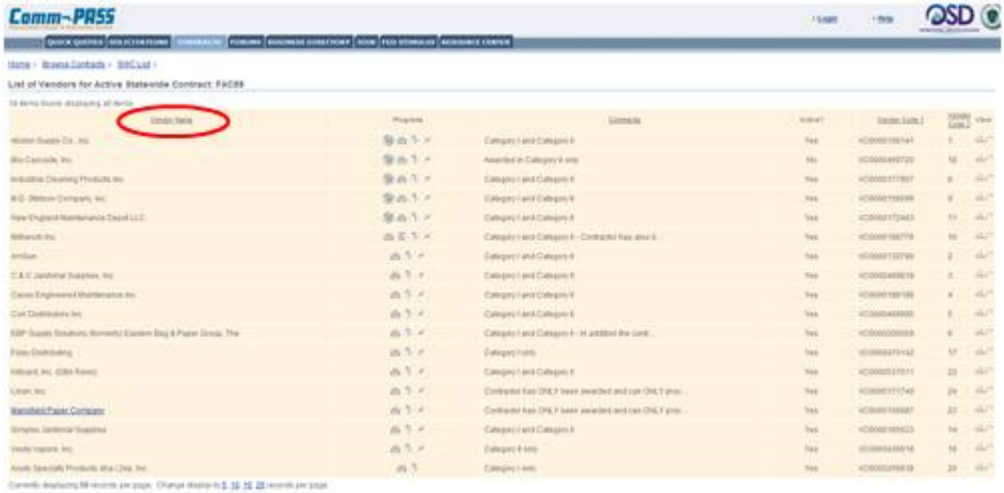
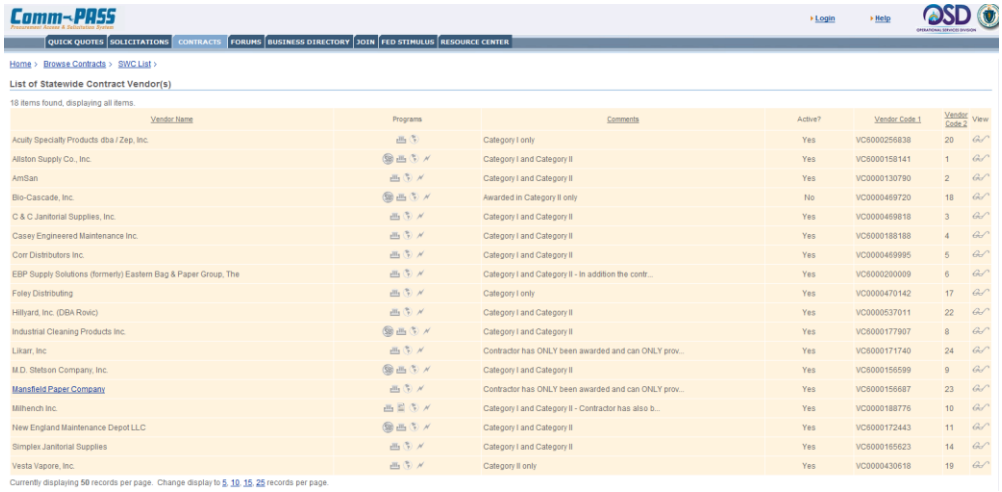
5		A listing of all Active Statewide Vendors will appear. Selecting the Column header **Vendor Name** will allow you to sort the list alphabetically.
6		Vendors with website links will be underlined in the **Vendor Name** column. Icons will display for programs that the vendor's are connected to under the **Programs** column. To view specific information for one Vendor, select the Eyeglass icon under the **View** column to the right of the vendor's name.

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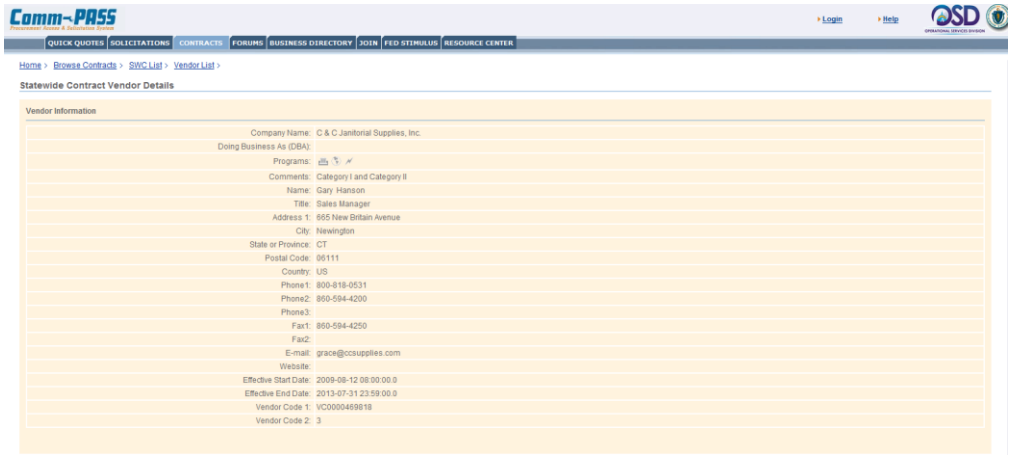
7		Information displayed on the Statewide Contract Vendor Detail page includes: company name, comments, contact name, address, and phone, fax and e-mail. Also listed on this page is the Vendor's Effective Start Date and the Vendor's Effective End Date.